

MAR 12 1942

# MINNESOTA LIBRARIES



## PUBLIC LIBRARY STATISTICS, 1941

Editorial—The Library's Obligation.....	255
Minnesota Library Personnel..... <i>Harry R. Stritman</i>	256
Personnel Status of School and Public Librarians (Table).....	260
What a Librarian Expects of Her Board..... <i>Agatha L. Lindner</i>	262
Libraries and the War.....	264
Public Library Statistics	
Summary Table.....	266
Public Libraries.....	267
County Service.....	273
Association Libraries.....	274
Minnesota Library Association.....	275
News Items.....	277
Books and Pamphlets.....	280

---

Volume XIII

MARCH, 1942

Number 9

---

LIBRARY DIVISION  
DEPARTMENT OF EDUCATION  
STATE OF MINNESOTA  
ST. PAUL

## STATE BOARD OF EDUCATION

Mrs. Raymond M. Gould.....Minneapolis  
Julius Boraas.....Northfield  
J. B. Johnson.....Cambridge  
Mrs. W. C. Smith.....Duluth  
(Fifth Member to be Appointed)

---

H. E. Flynn, *Commissioner of Education*

A. B. Caldwell, *Deputy Commissioner*

---

## LIBRARY DIVISION

Lee F. Zimmerman, *Director of Libraries*

Ruth M. Ersted, *Supervisor of School Libraries*

Eleanor Davis, *Librarian*

Marie D. Peck, *Reference Librarian*

Ardis I. Jensen, *Catalog Librarian*

---

MINNESOTA LIBRARIES is published quarterly by the Library Division, Minnesota Department of Education, St. Paul. Entered as Second Class Matter, October 19, 1911, at the Post Office at St. Paul, Minn., under the Act of July 16, 1894. Acceptance for mailing at special rate of postage, provided for in Section 1103, Act of October 3, 1917, authorized August 1, 1918.

Code XIII—A-1.

# MINNESOTA LIBRARIES

Volume 13

MARCH, 1942

Number 9

## *The Library's Obligation*

The obligations which face librarians today are legion. Pressure on us for new materials, new services, new techniques is apparent to the most casual layman: perhaps only to librarians is the pressure for continuance of other aspects of the library's work manifest.

The war does mean a shift from one sort of book selection to another, from painstaking to speedy routines, from leisurely contacts with an infinitely varied public to quick service to a specialized clientele. Yes, the war does mean these things, but beyond and above that, it means an even greater obligation for librarians to understand the library's whole and constant purpose. It means a definition of the library, and then a belief in that definition.

The five points below seem to engage the attention of those writing on our part in today's living. There is no activity here which is new: there is startling dilation in certain areas together with a perhaps tonic need for simplified routines. The most remarkable difference lies in the current emphasis on points one and two. Will they overshadow the other points?

First, we must supply sound technical matter promptly to those involved in war industries and in civilian defense projects.

Second, we must supply background and current information essential to the development of a better informed public. A corollary to these two points means for most of us—certainly to most public and to many school librarians—the establishment of War Information Centers.

Third, we must supply and encourage those readers who are trying to see ahead to post-war days, who are trying to reduce to a minimum the inevitable dislocations in labor and economics as well as in the spiritual and social life of the individual.

Fourth, we recognize, all of us, I think, the prime importance of maintaining true library service for children. It must not be out of sentimentality, but rather with a deep realization of the right of the child to live the life of a child. That such exposure to the world of the imagination is later translated into adult vision, tolerance, and understanding is a good reason, if reason we must have, yet do we need any excuse for continuing to do all we can in our work with children?

Fifth, we feel a need to do for the adult what we more readily do for the child. To brand all reading not immediately pertinent to the present crisis "escape" reading is to disparage the world of creative thought and to impugn those senses of man which raise him above a lower order that can never evaluate experience thru vicarious media. If "escape" means refreshment, new vigor, release—even if it means nothing at all—what about the freedom for which we wage war? Surely, the reader need not be called to account for taking full advantage of those precious rights.

If, to win in a military sense, we have to sacrifice the ideals that brought us into the fight, we cannot be said to have won the war. "Defense of these ideals is the very essence of the war itself because they are what we fight for. . . . It would seem foolish to assume that the construction of material machines of war alone, and their operation for the destruction of human life, are enough to determine the development and culture of a nation. Only by consideration of the entire problem will we be able to secure a complete victory. . . ."\*—Eileen Thornton, President, Minnesota Library Association.

\*Mechanical Engineering, November, 1941, p. 814.

# Minnesota Library Personnel

HARRY R. STRITMAN

*Librarian, Longfellow Branch Library, Minneapolis*

Often debated, but never subjected to formal investigation, comparisons of school and public librarians' status in Minnesota have brought forth numerous dogmatisms, any and all of which has had its quota of fervent followers and equally fervent dissenters. In an age when the spirit, if not the letter, of scientific investigation is so widespread, the positiveness accompanying these variegated assertions eventually was bound to attract the attention of someone who would cry "A plague upon all your houses!" and proceed to distinguish between opinion and fact.

Following a suggestion of the incumbent President of the Minnesota Library Association that an investigation be made of the salary status of Minnesota school and public librarians, the Junior Members' Section of MLA undertook the responsibility of such a study. A preliminary survey of the task indicated the desirability of enlisting the co-operation of the Library Division of the State Department of Education.

It was found that the Director of the Division had been contemplating a similar project for some time, its inception being delayed by the press of more imperative duties. In addition to receiving wholehearted assurances of co-operation, the committee charged with the study was invited to consider the Director's conception of the project and upon doing so, decided to incorporate the suggestions included therein. Thereafter, the study was conducted under the joint auspices of the Junior Members' Section of MLA and the State Library Division.

## PURPOSE AND USE

Planned as a normative study, it was proposed to determine the status of librarians in school and public libraries, in terms of education (academic and professional), vacation allowances, work loads and financial remuneration, the resultant presentation to

be a depiction and comparison of these conditions as they prevail within the limits of this survey. The ultimate purpose in mind was the formulation of a body of data which would of itself be a guide to the correction of suspected maladjustments in certain working conditions, and which might serve as a point of departure for subsequent studies.

## LIMITS

The extreme difference in population, resources, types of problems and types of services rendered, between the three first-class cities of Minneapolis, St. Paul and Duluth and the other municipalities in the state, suggested the advisability of excluding the above named cities from the limits of this survey and as a result, only the remaining municipalities of the state have been included.

## QUESTIONS TO BE ANSWERED

The following questions were formulated for the purpose of orienting the investigation:

1. How do school and public librarians compare in extent of formal academic education?
2. How do school and public librarians compare in extent of formal library school training?
3. What are the work loads required of school and public librarians respectively?
4. What are the respective vacation allowances of school and public librarians?
5. What are the respective annual salaries of school and public librarians?
6. What are the respective hourly rates of pay of school and public librarians?
7. In each of these respects, how do school librarians compare with each other (within specified population groups)?



8. In each of these respects, how do public librarians compare with each other (within specified population groups)?

#### DESIRED DATA

The data considered necessary to answer these questions is almost entirely self-indicative, and as requested of each participating librarian, covered the following points:

1. Official position
2. Extent of academic education
3. Extent of professional education
4. Length of professional experience
5. Annual salary
6. Work load (required hours of work per week)
7. Vacation allowance

#### TREATMENT OF DATA

Through the facilities of the Library Division, questionnaires were distributed to all librarians in school and public libraries within the scope of this study. Information was abstracted from the completed questionnaires and recorded in tabular form. As this phase of the problem progressed, it became increasingly evident that publication of these original tabulations would not be feasible due to space limitations. For all practical purposes, however, the summarized form presented in the Table includes all essential data. In compiling the returned data, the questionnaires were first sorted by population groups, and within each of these, by position classifications. Work sheets were then prepared and when completed, formed the basis of the Table. The population categories adopted were those used by the Library Division in its statistical studies. Although the original intention was to present a detailed list of position classifications with status comparisons for each, the limited number of returns from other than those classifications presented in the Table made such action impracticable. Accordingly, catalogers, branch librarians, reference assistants, and circulation assistants were grouped under the general heading of

'Public library assistants'. Assistants in Children's rooms were classified as Children's librarians. Since most school libraries are administered by the school librarian without professional assistance, all returns from school libraries were classified as from school librarians.

The individual work sheets contain information on each person's academic education (including degrees held), professional training, certification status (applying to school librarians only), vacation allowance, annual salary, weekly work load, and hourly rate of pay. In the section labelled 'Academic education' there was indicated for each person the highest level reached. This was accomplished by noting the number of years of completed work in grammar school, high school and college. The section devoted to 'Library training' was subdivided as follows: one year; one-half year or more, but less than one year; and Summer courses (totalling less than one-half year of work). It should be noted that in many instances, persons credited with one year of library training and four years of college work, in reality have a total of only four years of collegiate education—the library training having been taken as a major course of study in the undergraduate curriculum. On the other hand, there are instances where the library school training was completed as a fifth year of work. The resultant ambiguity is complicated further by cases in which individuals have managed to acquire the first year of library school training without previously or subsequently completing the regular collegiate curriculum.

Although for the most part, the 'One year' subdivision lists individuals who have completed a regular one year course of study in library science, it also lists those who have completed thirty semester credits or forty-five quarter credits in library science regardless of whether or not an integrated course of study has been achieved. The 'One-half year or more' class includes those who have completed fifteen semester credits or twenty-three quarter credits, but less than one year of work in the library

science curriculum. The 'Summer courses' class is described above and is composed largely of persons who have completed no more than six semester or nine quarter credits of work.

Data on certification status of school librarians was provided by the Library Division.

A High School Standard Special Certificate is granted to individuals holding a degree from an institution accredited for teacher training, and who have completed 22½ quarter or 15 semester credits in education, and a major in library science.

In requesting participants to indicate the annual paid vacation allowance, the questionnaire neglected to take into account the highly debatable question as to whether or not school vacations are vacations with pay. The relative merits of the problem not being relevant to this study, it was decided to disregard the financial aspect of the subject and to use the length of vacation as a means of determining the net number of working weeks in the year. This factor was calculated as follows: for public librarians, by subtracting the vacation time from the calendar year; for school librarians, by adding the three weeks of Christmas and Easter holiday vacations to the normal twelve week summer vacation and subtracting the sum from the calendar year. Where vacation arrangements varied from this norm, appropriate adjustments were made.

Data on hourly rates of pay were not supplied by participating librarians, but were calculated on the basis of annual salary divided by the product (in hours) of scheduled hours of work per week and the net number of working weeks in the year. Of itself not an entirely satisfactory index of comparative remuneration, 'hourly rate of pay' presents the most feasible quantitative method of representing salary differences. The wide variations in required working hours, in hours of library opening and in vacation allowances, emphasized the desirability of using 'hourly rate of pay' as the common measure applicable to all these situations.

As already noted, the Table is a summarized version of the various work sheets. Column 1 lists the population groups (A-E, inclusive) as established for the purposes of this study, together with the personnel classifications adopted. Column 2 lists the number of participating librarians, by position, for each population group. In Columns 3-6 may be found the data on academic education; professional training is noted in Columns 7-10. It will be observed that the entries in Column 11 apply only to those classed as school librarians. Columns 12-18 show the frequencies of vacation allowances. It should be remembered that in calculating 'hourly rate of pay' the twelve week vacation indicated for school librarians was changed to a fifteen week period. The data on 'work load' and 'salary' are expressed in terms of high, median and low and so noted in Columns 19-27.

#### FINDINGS

Upon analysis, the data in the Table indicates the existence of certain conditions:

1. In each of the population groups, the completion of four years of college work is reported by a larger proportion of school librarians than by public librarians.

2. In population group A, the completion of the first year of library school work is claimed by a larger proportion of public librarians than school librarians. In groups B, C and D respectively, the comparative rankings of the two classifications are reversed—in each group, the completion of this qualification reported by a greater proportion of school librarians. Although none of the participating librarians in group E report the completion of a full year of library school training, it may be noted that *some* professional training is claimed by a larger proportion of school librarians than public librarians.

3. The median weekly work loads in groups A and B are larger for public librarians than they are for school librarians.

4. The median weekly work loads in groups C, D and E are larger for school librarians than they are for public librarians.

5. Except as otherwise indicated elsewhere in this report, there does not seem to be any material significance in the data on vacation allowances.

6. The median annual salaries in groups A and B are larger for public librarians than they are for school librarians.

7. Median annual salaries in groups C, D and E are larger for school librarians than they are for public librarians.

8. As determined on the basis of the reported information, median hourly rates of pay in all of the population groups are greater for school librarians than they are for public librarians.

9. The average deviation from the median of school librarians' median annual salaries, by population groups, is 120.6.

10. The average deviation from the median of public librarians' median annual salaries, by population groups, is 564.

11. There were no returns from Children's librarians of public libraries in communities with populations of less than 5,000.

12. There were no returns from library assistants of public libraries in communities with populations of less than 1,000.

#### CONCLUSIONS

Although there is no supporting data on this point, it seems difficult to attribute the greater proportional preponderance of school librarians with four years of college education, to any cause other than the law providing for school library certification. The standards adopted in 1935 granted state wide certification to all practicing school librarians who could satisfy the specifications thereof, and subsequently granted certificates to applicants when they complied with the same requirements. Practicing school librarians who did not have the necessary qualifications were certified only for their current positions without privilege of transfer—thus accounting for the few instances of school librarians not having completed either the four years of college and/or the one year of library school work. In connec-

tion with the data for school librarians in group E (Columns 1-10), it should be noted that the certification standard required of teacher-librarians is the completion of a minimum of nine quarter or six semester credits in library science.

Despite the contradictory nature of the group A data, the first year of library school training has been acquired by a greater proportion of school librarians than by public librarians. Again, certification standards would seem to be the predominantly responsible cause. In addition, the fact that there are numerous public librarians who do not have formal professional training but whose tenures of experience are equivalent in content to the first year of library school work, is another reason for the subordinate ranking of public librarians in this respect.

The lack of uniformity of median work loads for public librarians is probably due to the limited hours of opening occurring in the smaller population groups. This limitation of service is reflected also in the median annual salaries reported in the smaller population groups.

Basing remuneration on 'hourly rate of pay', the data justify the conclusion that school librarians receive a higher rate of pay than public librarians since, on this basis, the relationship holds true for every population group. It is recognized that 'hourly rate of pay' is not an entirely satisfactory measure of compensation: the livelihood of any individual being dependent on gross income rather than unit of time income. The generalization that school librarians' annual salaries exceed those of public librarians is also supported by the available data, despite the fact that median annual salaries of public librarians in groups A and B exceed those of school librarians.

The difference between the average deviation of the median salaries of the two groups indicates a greater uniformity of salary range for school librarians. Whether or not this situation is a result of state-wide school regulation, certification of school librarians, supply and demand, some other, unsuspected factor or some combination of these,



is not immediately ascertainable. Suggested, however, is the desirability of determining the causal element—a project which might be embodied in a general investigation of all the factors implied in the term “adequate” when used in conjunction with “salary.”

#### ACKNOWLEDGEMENTS

This study could not have been accomplished without the excellent co-operation of librarians in the field. As Chairman of the

Junior Member committee assigned to this project, Miss Mary Dyar, Minneapolis Public Library, was assisted in the computation and tabulation of data by Mrs. Ijain Meltzer, also of the Minneapolis Public Library.

Through the generosity of Mr. Lee Zimmerman, Director, and Miss Ruth Ersted, Supervisor of School Libraries, the resources and facilities of the State Library Division were made available to the committee in unstinted fashion.

### *Danger to Rare Material*

Throughout the country many organizations are making drives for waste paper; to remove papers and other inflammable material from attics; and to secure books for the armed forces. These patriotic drives will cause the sorting over and discarding of a vast accumulation of material and inevitably some valuable old manuscripts and records will be destroyed. IT IS GENERALLY AGREED THAT THERE IS MORE DANGER TO RARE MATERIAL FROM HASTY OR ILL-ADVISED ACTION ON THE PART OF CIVILIANS THAN FROM A POSSIBLE ATTACK FROM THE ENEMY. In this national emergency Great Aunt Harriet's diary and Grandfather's business account books may become reclaimed paper or sacrificed to the cause of fire prevention.

Librarians recognize these dangers and in co-operation with the state Committee on Conservation of Cultural Resources, are asking citizens of Minnesota to preserve publicly and privately owned records, museum objects, works of art, manuscripts, books, etc. Libraries are glad to accept such material for safe-keeping; advise as to the value of material; and suggest other depositories for safety and future use.



# What a Librarian Expects from Her Board

AGATHA L. LINDNER

*Librarian, International Falls Public Library*

A library board represents the public's overseership of one of its own public services and is a manifestation of democracy at work. Trusteeship is a community obligation and library boards are appointed and exist to protect the public's vested interest in reading; to see that the library is properly managed, and to bring to the community the best possible reading at the least cost to the taxpayer.

The library board and librarian complement each other. The library board is indispensable to the librarian because board members as public representatives serve to reflect the ideas, desires and social levels within the community. By their advice and knowledge of the community they are of inestimable help to the librarian in interpreting the public will. But the librarian, too, is indispensable by virtue of her professional training and experience. She must organize and administer the library for maximum service to the public. The library board assumes responsibility for policy, adequate support, and interpretation of the library to the public. The librarian, as the board's authorized agent, should be the sole executive in full charge of operations within the library.

In talking about this subject I shall state general objectives and not discuss the individual exceptions. There are of course many circumstances in different communities which make it necessary for the board to either assume more responsibility than usual, or delegate more responsibility to the librarian.

There are certain things that a librarian expects from her board as individual members. She expects each trustee to understand his functions and responsibilities and to realize that he is a public servant and the library is his foremost public activity. A librarian expects that each trustee has a vital interest in the library or he would not have accepted appointment on the board. She expects him to be representative of the entire

community and not to think or act for just one group in the community. She expects him to broaden his own knowledge of library service and its possibilities by visits to other libraries, attendance at library meetings, reading books and periodicals in the library and educational field.

As a group, at board meetings, there are certain actions the librarian expects from her board. A library to grow must have ideals but many times there must be limitations, so the librarian expects the trustees to combine ideals with work-a-day conditions in handling the affairs of the library. The librarian expects to be present at all board meetings except those setting her own salary.

The board as a whole is the policy determining or the legislative group with the librarian acting as the executive officer and the technical adviser to the board in formulating policies. The board sits in judgment on the proposals of the librarian and after approving or changing them provides the means for her to carry out the policies. These following are the special policies to be formulated by the board. The budget must be set to fit the needs of the library and the services it must give. This is the most important function of the library board. In times of financial stress, such as during depressions or war time when library budgets are apt to be cut the board must do everything in its power to show that at that time the library is used more extensively than ever before and the budget must be maintained. The trustees need to set a policy that the library will buy books on all phases of a question rather than acting as a censor or a propaganda agency. Other subjects on which policies need to be formulated are the hours the library is to be kept open, insurance for the library, increasing the staff, the problems arising from increasing service to groups in the community, building additions and repairs, upkeep of property, problems of the staff such as the number of



work hours per week, leaves of absence, sick leave, length of vacation, etc., questions arising from the use of library rooms by various clubs, whether or not to use W.P.A. labor. Last, but next in importance to the setting of the budget, is the subject of public relations.

Public relations is a part of what the librarian expects from the board and individual trustees outside of formal board meetings. The trustee is the liaison officer between his institution and the municipal or county government but also between his institution and the general community. As a public relations envoy he can: First—obtain funds for the budget by making known the work of the library to the appropriating body so they will maintain or increase the budget as needed. Second—the library trustee can help to keep the public informed as to the resources, services, and possibilities of libraries. He can present the library as an integral and indispensable part of the community. Third—the library trustee can focus public attention on the library's needs and strengthen the book holdings by stimulating gifts of books, special collections, endowments and bequests. Fourth—the librarian expects the board member to accede to public opinion but not to public clamor. Fifth—the trustee can talk for the library in the community both on formal occasions and informally when opportunity presents. Sixth—the librarian expects the individual trustee to know that he does not have any authority outside of board meeting unless it has been specifically granted to him by the entire board. He can make no promises, should not announce any probable future action and

should ask that complaints be presented in person or in writing to the librarian or the library board as a whole.

Finally there is the problem of the relations of the trustees to the librarian. Since the board hired her she expects them to have confidence in her training and executive ability until she has destroyed that confidence through poor management of the library. Thus she expects that after the policies have been formulated by the board that she will be able to organize and manage the library work and staff as she decides is best. She expects also to hire the assistant librarians except for approval by the board. If the trustees become dissatisfied with the librarian she expects them to present the case to her in board meeting and give her a chance to defend her actions to the board as a whole before being condemned. She expects the board to sponsor her and the staff in public and see that they are introduced to individuals and groups. She expects the board to stand back of the library and the librarians and the policies in operation. She expects that the aforementioned will be defended and supported to the public. The board should present a united front to the public no matter what personal opinions any individual board member has. All of these things will help the library to function more smoothly and will mean that the library and the staff will give much better service to the public.

As I have stated, these expectations do not fit each and every case but they do form a basis on which libraries may build their own ideas and codes.



# Libraries and the War

## *A Statement of Library Policy\**

### I. WAR INFORMATION CENTERS

#### *The Association urges:*

The designation, by the appropriate government agency, of some library in every community as a War Information Center;

The prompt and adequate distribution to these libraries of government publications related to the war, so that essential information may be available to all the people of the community.

### 2. CIVILIAN DEFENSE

*The Association recommends* Federal assistance to states and local communities for:

Establishment and maintenance of community library service in the greatly expanded defense areas, as essential in education, recreation, and morale;

Adequate provision of technical books, manuals, and periodicals, and of competent professional help, to improve the efficiency and output of workers in defense industry and in defense training.

### 3. LIBRARY FACILITIES FOR THE ARMED FORCES OF THE UNITED STATES

#### *The Association commends:*

The War and Navy Departments for establishing and maintaining library service for the armed forces, with good collections of books and periodicals and more than 150 librarians.

#### *It urges:*

More adequate and suitable camp library quarters than are now available;

The maintenance of regimental branch libraries in the large army camps;

More speed in the establishment of libraries as new camps are opened;

Improved library service in the smaller posts;

More adequate library facilities for men on duty outside continental United States;

Further development of Navy library service, to keep pace with Navy expansion.

#### *It calls on:*

The people of the United States to respond generously to the Victory Book Campaign of the A.L.A., the A.R.C., and the U.S.O., to supplement the collections purchased from government funds.

### 4. THE LIBRARY SERVICE DIVISION OF THE UNITED STATES OFFICE OF EDUCATION

#### *The Association recommends:*

That facilities be given to the Library Service Division of the Office of Education to enable it to assist libraries to be of the utmost service to their communities and to the government.

### 5. POSTWAR PLANNING

#### *The Association commends:*

The activities of government and other agencies in planning for the postwar period.

#### *It urges:*

That adequate attention be given to the possibilities of great expansion of agencies

---

\*Adopted by the Council of the American Library Association.

for community service including libraries and adult education.

State and the Coordinator of Inter-American Affairs in promoting cultural relations with other countries.

6. CULTURAL RELATIONS WITH OTHER COUNTRIES

*It pledges:*

Its own support to international cultural cooperation and to the maintenance in this country of respect for the contributions of all races and nations.

*It welcomes:*

The leadership of the Department of

### *Stearns to Have County Library*

Stearns County will be the third in the state, and the first in the northern area to secure county library service as a direct result of the WPA County Library Demonstration. The Board of County Commissioners on February 3 voted to establish a permanent county library with a one mill tax for support. The one mill levy will be included in the July budget and the money will be available early in 1943.

A delegation of county residents, headed by Mrs. I. E. Cornwell, chairman of the Stearns County Library Association, appeared before the Commissioners to discuss with them the need for library service in the county and the State Law which provides for such service. Miss Agnes Brown, WPA County Library Demonstration supervisor, was asked to explain the Demonstration.

Petitions, requesting a county library, and signed by taxpayers throughout the county, were presented.

The commissioners decided to take action on the matter at once, and a vote of three to two was cast in favor of establishing the county library. The two casting dissenting votes explained they, too, were in favor of the county library but wished to have it voted in by popular referendum.

One mill tax is expected to produce approximately \$12,000, a sum which will provide adequate service for the county.

Much of the success of the Demonstration is due directly to the cooperation given by the St. Cloud Public Library board and the librarian, Miss Alma Penrose. Not only was space for a county headquarters provided in the library but use of the book collection for request material was also permitted.

# PUBLIC LIBRARY STATISTICS, 1941

## SUMMARY

POPULATION DIVISIONS	Number of Li- braries	Population Served	BOOK COLLECTIONS		CIRCULATION		EXPENDITURES			
			Number of Volumes in Public Libraries	Vol- umes Per Capita	Number of Volumes Loaned	Circulation Per Capita	Books, Peri- odicals, Binding	Per Capita Expend- itures for Books, Peri- odicals, Binding	Total Operating Expenses	Expend- itures Per Capita
Public Libraries:										
Serving over 50,000 population.	3	881,171	1,343,375	1.50	5,136,718	5.8	87,930	.10	791,592	.90
Serving 10,000-50,000 population	12	197,075	375,055	1.90	1,477,414	7.5	41,933	.21	172,037	.87
Serving 5,000-10,000 population	24	167,052	345,501	2.06	1,240,840	7.4	34,471	.20	148,533	.89
Serving 2,500-5,000 population.	33	110,609	232,589	2.20	738,592	6.6	19,925	.18	69,714	.63
Serving 1,000-2,500 population.	55	89,394	266,180	2.97	585,163	6.5	16,751	.19	67,106	.75
Serving less than 1,000 pop'n.	19	14,679	52,225	3.55	131,819	8.9	3,684	.25	12,457	.84
Giving county service.	1	196,619	166,420	.....	1,175,211	.....	23,231	.....	63,181	.13
Association Libraries.	51	17,684	75,928	.....	149,649	.....	.....	.....	6,320	.13
State Institution Libraries.	19	1	58,138	.....	466,265	.....	7,646	.....	26,715	.....
On the basis of population served	216	1,674,283	2,915,411	1.74	11,101,671	6.6	235,571	.14	1,357,655	.81
On the basis of total population.	216	2,792,300 <sup>2</sup>	2,915,411	1.04	11,101,671	4.0	235,571	.08	1,357,655	.48
On the basis of three counties: Hennepin, Ramsey, St. Louis.	18	1,085,751	1,628,507	1.49	6,780,393	6.2	115,472	.10	935,305	.86
On the basis of remaining 84 counties.	198	1,706,549 <sup>3</sup>	1,286,904	.75	4,321,278	2.5	120,099	.07	422,350	.24

### Number of Libraries

Public libraries maintained by tax support or public funds.....	146
Public libraries maintained by Associations.....	51
State Institution Libraries.....	19

### With Public Library Service

Population of Minnesota (87 counties) <sup>2</sup> .....	2,792,300 <sup>2</sup>
Population served by public libraries (165) <sup>3</sup> .....	1,459,980
Population served through county service.....	196,619
Population served by Association libraries (18).....	17,684
Total population served (60%) <sup>4</sup> .....	1,674,283

### Without Public Library Service

Urban .....	3,511
Rural .....	1,114,506
Total population not served (40%) <sup>5</sup> .....	1,118,017

<sup>1</sup>Included previously in separate tables for towns and cities.

<sup>2</sup>Figure represents total population—not population with library service.

<sup>3</sup>State Institution Libraries included in figure.

<sup>4</sup>Excluding Hennepin, Ramsey, St. Louis Counties, only 34% served.

<sup>5</sup>Excluding Hennepin, Ramsey, St. Louis Counties, 66% not served.

# MINNESOTA LIBRARIES

267

PUBLIC LIBRARY STATISTICS, 1941

Popu- lation (1940 Census)	PLACE	LIBRARIAN	Salary	Volumes in Library	BORROWERS		Circu- lation Per Capita	Hours Per Week Open for Lending	RECEIPTS			EXPENDITURES					
					Total Including Non- Resident	Per Cent of Local Popu- lation Regis- tered			Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita <sup>1</sup>	Books, Period- icals, Binding	Salaries, Exclud- ing Janitor	Total Oper- ating Expenses	Per Capita	
	<b>A. L. A. Standard Over 50,000 Pop'n.</b>			<b>1½ per Capita</b>	<b>30</b>		<b>6</b>										<b>\$1.00</b>
92,370	Minneapolis	Carl Vilz	6,000	769,616	186,451	33	3,221,195	69	452,133	23,448	475,580	92	*41,610	331,924	*473,192	96	
87,736	St. Paul	Perrine Jones	4,500	409,909	78,883	27	1,325,882	67½	201,662	72,275	273,937	69	34,490	149,366	236,900	82	
101,065	Duluth	Jane Morley	3,000	163,850	27,866	28	589,641	72	78,487	3,013	81,500	78	11,830	50,873	81,500	81	
	<b>10,000-50,000 Pop'n.</b>			<b>2 per Capita</b>	<b>40</b>		<b>9</b>										<b>\$1.00</b>
12,200	Albert Lea	Gyla Caulfield	1,560	10,408	3,935	32	66,417	66	7,350	186	7,536	60	2,369	3,189	7,354	60	
18,307	Austin	Mrs. Tany B. Hines	1,680	18,410	6,031	33	149,027	72	8,100	46	8,146	44	2,832	3,950	7,820	43	
12,071	Brainerd	Helen Runberg	1,080	16,232	5,661	46	47,711	36	3,459	637	4,086	29	1,145	1,502	3,852	32	
14,527½	Faribault	Florence D. Love	2,100	22,836	5,515	47	86,857	72	12,315	467	12,782	1.06	3,375	6,155	12,658	1.08	
10,848½	Fergus Falls	Margaret McIntosh	1,620	18,514	4,528	48	63,327	70	5,519	507	6,026	61	1,472	2,283	5,225	58	
16,385	Hibbing	Laila Kojala	2,400	80,366	10,482	64	191,203	57	32,000	1,575	33,575	1.93	5,447	16,358	32,172	1.94	
15,654	Mankato	Mrs. C. C. Bordwell	2,100	30,619	6,855	43	123,466	72	10,730	1,004	11,733	69	2,795	4,680	9,867	63	
26,312½	Rochester	Grace M. Stevens	2,689	41,048	11,042	41	256,000	72	24,204	2,284	26,488	98	6,492	8,938	24,077	97	
24,173½	St. Cloud	Alma M. Penrose	2,500	34,876	8,266	35	149,687	72	15,604	494	16,099	68	3,278	8,293	15,687	68	
11,844	South St. Paul	Grace A. Dorival	1,920	19,789	7,340	62	45,243	54	7,777	310	8,087	66	1,564	3,993	7,251	61	
12,264	Virginia	Edith A. Reehygl	2,520	51,113	5,739	47	198,292	75	27,470	953	28,423	2.24	7,238	14,659	28,424	2.32	
22,490	Winona	Ethel Binney	2,100	30,844	5,372	23	100,184	72	16,385	150	16,535	73	3,926	6,950	17,650	78	
	High		2,689	80,366	11,042	64	256,000	75	32,000	2,284	33,575	2.24	7,238	16,358	32,172	2.32	
	Median		2,010	26,727	5,885	45	111,825	72	11,522	500	12,257	68	3,055	5,417	11,262	65	
	Low		1,080	10,408	3,935	23	45,243	36	3,459	46	4,086	29	1,145	1,502	3,852	32	

\*Figures approximate but reliable estimate. Actual expenditures not available at date of publication.

<sup>1</sup>See page 273 for table on county service.

<sup>2</sup>Includes county collection.

<sup>3</sup>Based only on receipts from city levy or appropriation for public library.  
<sup>4</sup>Includes state institution residents who receive state-supported service. Per capita are based only on local population.



## MINNESOTA LIBRARIES

## PUBLIC LIBRARY STATISTICS, 1941

Popu- lation (1940 Census)	PLACE	LIBRARIAN	BORROWERS		RECEIPTS		EXPENDITURES									
			Volumes in Library	Total Including Non- Resident	Per Cent of Local Popu- lation Regis- tered	Circu- lation Per Capita	Hours Week Open for Lending	Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita <sup>3</sup>	Books, Period- icals, Binding	Salaries Exclud- ing Janitor	Total Oper- ating Expenses	Per Capita	
	A. L. A. Standard 5,000-10,000 Pop'n.		Salary	3 per Capita	46	9										\$1.00
5,051	Alexandria.....	Mrs. Margaret A. McCord.	840	12,638	3,135	54	21,532	4.2	1,778	197	1,975	.35	467	1,148	2,257	.45
6,426 <sup>4</sup>	Anoka.....	Mrs. Ruth L. Smith.....	1,050	7,002	2,520	38	23,248	4.6	2,644	100	2,744	.53	466	1,105	2,577	.51
9,427	Benedit.....	Mrs. Eleanor Pfau.....	1,380	5,448	3,495	36	62,353	6.6	5,088	420	5,508	.54	1,938	1,980	5,369	.57
7,642 <sup>5</sup>	Chisholm.....	Frances M. Klune.....	2,220	43,094	3,129	37	109,077	13.1	34,801	1,252	36,053	4.65	4,846	11,107	32,339	4.23
7,304	Cloquet.....	Maud Grogan.....	2,220	21,666	3,681	48	95,792	13.1	8,839	502	9,341	1.21	2,130	5,205	9,094	1.32
6,035	Columbia Heights.....	Lucille R. Hawkins.....	780	5,278	2,057	31	27,946	4.6	1,388	178	1,567	.23	96	813	1,506	.25
7,161	Crookston.....	Mrs. Claire W. Madden.....	1,680	13,590	3,176	44	58,548	8.1	5,326	387	5,713	.74	1,602	2,396	5,187	.72
5,015	Detroit Lakes.....	Mrs. W. H. McCart.....	780	10,408	2,996	60	24,295	7.7	1,493	202	1,695	.30	642	930	1,758	.35
5,970	Ely.....	Mrs. Ruth King.....	1,200	9,700	2,662	44	46,134	7.7	1,493	202	1,695	.30	642	930	1,758	.35
8,145 <sup>5</sup>	Eveleth.....	Mrs. Ruth King.....	2,346	24,921	4,516	63	67,134	10.7	14,816	373	15,189	2.15	2,389	8,604	14,844	1.82
5,626 <sup>4</sup>	Farmington.....	Mrs. Inez Albertson.....	910	13,370	3,462	42	82,583	10.7	15,189	373	15,562	.63	2,005	1,440	4,724	.68
6,988	Hastings.....	Myrtle T. Rundquist.....	1,370	6,957	1,462	32	67,883	9.7	4,387	171	4,558	.63	869	1,396	2,376	.52
5,622	International Falls.....	Agatha Lindner.....	1,860	11,508	2,863	50	49,691	8.8	72,365	32	2,396	.05	869	1,396	2,376	.52
6,047	Little Falls.....	Barbara Lentz.....	660	10,505	4,245	70	34,300	5.6	2,695	143	2,838	.43	671	1,294	2,716	.45
5,220	Montevideo.....	Hazel M. Anderson.....	1,260	11,375	2,950	56	28,425	5.4	5,728	440	6,168	.60	1,135	1,500	3,548	.68
9,491	Moorhead.....	Mrs. Edith M. Hegwer.....	1,500	16,585	5,826	60	60,298	6.3	5,500	517	6,017	.63	1,409	2,724	6,031	.64
8,743	New Uln.....	Erna F. Holzinger.....	1,500	9,432	4,603	52	39,591	4.5	5,500	517	6,017	.63	911	2,520	5,846	.67
8,694 <sup>4</sup>	Owatonna.....	Mrs. Donna R. Markley.....	1,800	29,208	4,844	59	73,423	8.8	7,891	626	8,517	.95	2,280	3,814	8,782	1.06
9,962 <sup>4</sup>	Red Wing.....	Edna V. Steiner.....	1,320	19,452	2,655	25	98,162	10.3	7,435	484	7,919	.78	2,185	3,389	7,438	.82
5,870 <sup>4</sup>	St. Peter.....	Mrs. E. Christstrom.....	870	7,627	1,478	40	20,456	5.6	1,953	279	2,232	.53	359	1,138	2,520	.60
7,013	Stillwater.....	Gertrude Glennon.....	1,440	25,210	4,721	51	64,198	9.2	4,561	416	4,977	.65	1,377	2,476	5,883	.77
6,019	Thief River Falls.....	Mrs. Hazel Halgrim.....	1,500	10,803	4,133	68	41,847	7.0	4,766	222	4,988	.79	1,446	2,226	4,777	.79
7,623 <sup>4</sup>	Willmar.....	Mrs. Hanscom.....	1,320	10,904	3,508	50	35,948	5.8	3,776	285	4,061	.61	927	1,935	3,839	.62
5,918	Worthington.....	Mrs. Florence Humiston.....	1,080	9,018	2,632	44	51,826	8.8	3,949	140	4,089	.67	1,252	1,560	3,683	.62
	High.....		2,346	43,094	5,826	70	109,077	14.2	34,801	1,252	36,053	4.65	4,846	11,107	32,339	4.23
	Median.....		1,345	11,139	3,155	50	47,912	6.8	4,474	250	4,724	.63	1,314	1,957	4,750	.67
	Low.....		660	5,278	1,462	25	20,456	4.2	1,358	0	1,357	.05	96	813	1,506	.25

<sup>1</sup>See page 273 for table on county service.  
<sup>2</sup>Includes county collection.  
<sup>3</sup>Based only on receipts from city levy or appropriation for public library.  
<sup>4</sup>Includes state institution residents who receive state-supported service.  
<sup>5</sup>Based only on local population.  
<sup>6</sup>Includes immediate environs served.

<sup>7</sup>Public library giving school service.  
<sup>8</sup>Includes school and municipal appropriations.  
<sup>9</sup>School library serving as public library.  
<sup>10</sup>Salary paid by school board.  
<sup>11</sup>Salary paid in part by school board.



# MINNESOTA LIBRARIES

269

## PUBLIC LIBRARY STATISTICS, 1941

Popu- lation (1940 Census)	PLACE	LIBRARIAN	Salary	Volumes in Library	BORROWERS		Circu- lation Per Capita	Hours Per Week Open for Lending	RECEIPTS			EXPENDITURES				
					Total Including Non- Resident	Per Cent of Local Popu- lation Regis- tered			Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita <sup>a</sup>	Books, Period- icals, Binding	Salaries Exclud- ing Janitor	Total Oper- ating Expenses	Per Capita
				3 per Capita		46	9									\$1.00
2,633 <sup>1</sup>	A. L. A. Standard															
2,590-5,000 Pop'n.																
2,633 <sup>1</sup>	Bayport.....	Marie Hoge.....	90	3,479	608	47	10,215	7.9	2	7500	3	503	454	90	582	.44
2,729	Benson.....	Nina Brown.....	900	8,688	1,478	37	24,962	9.1	33	1,465	3	1,469	223	925	1,379	.51
3,702	Blue Earth.....	Alta M. Cummings.....	960	8,784	1,407	31	16,820	4.5	36	1,337	76	1,383	24	223	2,376	.64
2,745	Breckenridge.....	Mrs. M. W. Rothwell.....	245	3,491	650	24	12,447	4.5	32	839	45	916	31	538	966	.30
2,954	Crosby.....	Mrs. Eva M. Bloomfield.....	410	6,778	1,079	35	11,709	3.9	12	747	53	800	25	461	895	.30
2,904	Gillert.....	A. Rosemary Bowers.....	1,320	5,108	1,855	73	26,989	10.8	73	8,690	73	8,763	3.47	926	3,060	.32
2,564	Glenwood.....	Mrs. Cassa B. Selnes.....	480	4,654	1,152	35	18,581	7.2	48	1,274	154	1,428	50	440	1,370	.53
4,100	Grand Rapids.....	Mrs. Mata C. Bennett.....	1,260	218,748	2,837	58	42,757	8.8	48	2,365	93	2,458	49	1,295	5,933	.11
3,887	Hopkins.....	Mrs. Elouise Jensen.....	960	5,304	2,592	63	33,180	8.1	26	2,629	0	1,629	40	614	1,904	.73
3,840	Hutchinson.....	Mabel C. Schulte.....	1,020	9,925	1,723	32	24,089	6.2	32	3,100	137	3,237	80	315	2,840	.39
3,204	Jackson.....	Mrs. L. L. Johnson.....	540	6,010	671	18	20,593	7.3	12	1,000	0	1,000	35	355	540	.33
3,240	Lake City.....	Mrs. Sara W. McIntyre.....	780	7,993	2,397	73	25,599	8.0	27	1,663	291	1,954	52	930	1,970	.52
3,920	Litchfield.....	Mrs. Bess F. Harmon.....	1,020	8,222	2,886	70	17,142	5.5	33	1,869	3	1,872	48	593	1,970	.50
3,114	Luverne.....	Mrs. Cora M. Mahn.....	720	8,692	2,082	61	26,121	5.2	30	2,172	261	2,433	47	693	2,833	.65
4,590	Marshall.....	Pearl Duest.....	1,200	6,313	1,966	39	16,914	5.7	33½	2,981	58	3,038	93	881	1,329	.95
3,214	Morris.....	A. Olie Urestad.....	662	3,133	662	19	16,914	5.2	30	1,467	107	1,574	42	535	713	.41
3,517	Isabelle Netje.....	Louise M. McIntyre.....	720	4,243	1,335	37	26,552	7.6	30	1,745	100	1,845	56	835	1,821	.58
3,335	North St. Paul.....	Anna Nystrum.....	800	7,443	2,712	87	25,994	8.3	27½	2,265	529	2,794	50	748	2,240	.82
4,533	Northfield.....	Mrs. Nora C. Wade.....	720	8,987	1,486	28	19,255	4.2	10	3,358	23	3,389	72	360	3,444	.32
2,433	Park Rapids.....	Mrs. Cyrena.....	240	7,236	1,308	51	12,202	4.6	10	3,358	23	3,389	72	360	3,444	.32
4,682	Redwood Falls.....	Mrs. Suite Folger.....	1,350	10,949	2,464	43	28,534	6.1	30	3,486	504	4,000	83	1,089	1,370	.76
3,270	St. James.....	Mrs. Merle Lennartson.....	1,320	8,356	2,764	85	28,613	8.7	33	3,486	504	4,000	83	1,089	1,370	.76
3,400	St. Louis.....	Mrs. R. L. Kittelson.....	600	4,076	1,085	32	8,717	6.1	30	3,486	504	4,000	83	1,089	1,370	.76
3,616	Sauk Centre.....	Nary Ann Schirmer.....	1,440	14,064	1,240	49	18,556	2.0	30½	3,486	504	4,000	83	1,089	1,370	.76
2,921	Sauk Rapids.....	To be appointed.....	750	4,493	1,240	49	18,556	2.0	30½	3,486	504	4,000	83	1,089	1,370	.76
2,923	Steeple Rock.....	Lydia M. Moyer.....	750	4,417	851	27	10,002	3.4	20	1,935	0	1,935	45	368	1,751	.45
2,932	Staples.....	Mrs. M. M. Moyer.....	320	4,717	849	24	17,033	5.8	31	1,457	316	1,773	15	368	1,751	.45
3,048	Two Harbors.....	Leslie Mason.....	780	9,135	2,201	71	17,755	5.8	28	1,758	115	1,873	57	823	1,624	.51
4,046	Two Harbors.....	Leslie Mason.....	780	9,135	2,201	71	17,755	5.8	28	1,758	115	1,873	57	823	1,624	.51
2,916	Wadena.....	Rose V. Wagner.....	1,945	5,983	1,337	46	31,475	7.1	25	1,113	409	1,522	28	547	2,432	.68
2,916	Wadena.....	Rose V. Wagner.....	1,945	5,983	1,337	46	31,475	7.1	25	1,113	409	1,522	28	547	2,432	.68
2,858	White Bear.....	Ada M. Palmer.....	1,680	8,170	1,845	63	31,455	7.1	25	1,113	409	1,522	28	547	2,432	.68
2,807	Windom.....	Mrs. Lucy B. Olson.....	240	4,302	1,000	36	23,736	8.3	24	2,335	229	2,564	82	1,062	1,139	.27
							8,558	3.0	11	397	124	521	14	264	1,957	.15
							5,765	20.0	72	8,690	529	8,763	3.47	1,295	3,060	.32
							20,913	6.2	30	1,629	100	1,822	47	547	1,751	.53
							8,558	2.5	10	397	100	503	11	907	927	.10

## MINNESOTA LIBRARIES

PUBLIC LIBRARY STATISTICS, 1941

Popu- lation (1940 Census)	PLACE	LIBRARIAN	Salary	Volumes in Library	BORROWERS		Circu- lation Per Capita	Hours Per Week Open for Lending	RECEIPTS			EXPENDITURES				
					Total Including Non- Resident	Per Cent of Local Popu- lation Regis- tered			Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita <sup>1</sup>	Books, Period- icals, Binding	Salaries Exclud- ing Janitor	Total Oper- ating Expenses	Per Capita
	A. L. A. Standard 1,000-2,500 Pop. <sup>a</sup>			3 per Capita		45 <sup>b</sup>	9									\$1.00
2,063	Aitkin.....	Mrs. Pearl Baker.....	480	4,252	2,146	42	9,276	24	800	88	888	.39	293	552	938	.45
1,877	Appleton.....	Mrs. I. P. Cheney.....	207	4,061	1,655	86	8,500	9	500	24	524	.27	229	207	466	.25
1,528	Aurora.....	Mrs. Mary S. Rabb.....	480	3,575	825	54	15,414	13 1/2	2,331	0	2,331	1.53	337	500	2,102	1.38
1,017	Baudette.....	Mrs. H. F. Meyer.....	60	943	723	58	4,276	4.2	113	86	194	.11	116	73	210	.21
1,407	Belle Plaine.....	Mrs. W. F. Royland.....	59	1,347	143	10	2,450	6	149	45	194	.11	113	59	181	.13
1,201	Bird Island.....	Mrs. H. T. Robb.....	160	2,304	465	39	5,453	6 1/2	337	7	344	.28	149	168	342	.28
1,304	Bjwabik.....	Margaret A. Sullivan.....	91,800	11,543	86	7	2,635	3	7850	5	855	.15	748	0	838	.64
1,355	Bovey.....	Natalie Johnson.....	840	2,956	696	46	14,349	39	3,045	47	3,092	2.25	676	928	1,821	1.42
1,075	Browns Valley.....	Lucy Van Tassel.....	330	3,058	730	42	10,115	9.4	850	0	850	.70	44	330	896	.83
1,665	Buffalo.....	Pearl L. Aldrich.....	242	5,296	1,048	62	9,441	15	100	25	125	.06	195	271	472	.28
1,600	Buhl.....	Helen D. Weaver.....	1,740	17,964	1,329	79	27,249	66	7,659	165	7,824	4.79	1,358	2,780	6,221	3.89
1,985	Caledonia.....	Celia Bonquet.....	480	5,042	1,290	47	12,592	17.0	923	93	1,017	.47	604	520	1,344	.68
2,099	Canby.....	Mrs. Anne Lortie.....	504	5,271	1,490	36	14,641	6.3	1,096	252	1,348	.52	259	557	1,388	.66
1,640	Chatfield.....	Martha Olson.....	960	7,309	1,357	54	19,224	11.7	71,245	496	1,741	.55	110	993	1,761	1.07
1,175	Cokato.....	Mildred A. Nelson.....	621	3,437	227	19	1,168	1.0	421	52	1,473	.26	529	668	1,408	1.20
2,714 <sup>3</sup>	Coleraine.....	Elsie Mae Trotter.....	400	9,708	1,551	70	26,813	9.8	6,311	154	6,465	4.76	1,021	2,645	7,608	2.80
1,646	Dawson.....	Mrs. Zella M. Page.....	1,560	3,956	687	54	4,904	2.4	939	53	992	.57	112	400	1,209	.73
1,245	Elk River.....	Esther Heimann.....	278	3,033	87	7	5,923	15	346	89	434	.28	175	278	642	.52
1,116	Fairfax.....	Esther Lade.....	210	3,575	900	74	14,387	12.8	400	35	435	.36	134	227	494	.44
1,271	Fosston.....	Mrs. Cora Carstens.....	0	562	100	8	538	4	150	24	174	.12	89	0	129	.10
2,387	Glencoe.....	Mrs. Anna E. Crowe.....	208	4,564	562	23	11,403	4.8	600	80	680	.25	278	208	513	.22
1,020	Granville.....	Mrs. Frances A. Feley.....	372	6,716	505	34	8,889	8.7	587	130	717	.58	161	372	696	.68
2,388	Granite Falls.....	Gladys Koplen.....	320	4,971	865	31	8,333	3.4	550	63	613	.23	136	320	772	.32
1,296	Janesville.....	Anena C. Jensen.....	480	3,179	893	62	9,421	7.2	652	125	777	.50	19	440	646	.50
1,230	Kasson.....	Alma L. Lewis.....	360	2,907	705	56	4,962	4.0	420	129	549	.34	153	366	545	.44
1,942	Kenyon.....	Gladys Gunbus.....	91,800	9,358	1,085	56	27,897	14.3	74,348	154	4,502	.17	1,353	3,090	4,502	2.32
1,530	Lake Crystal.....	Mrs. John G. Thomas.....	96	2,103	601	36	3,630	2.4	149	10	159	.10	95	52	154	.10
1,319	Le Sueur.....	Carrie M. Cadwell.....	300	2,529	768	41	6,284	4.7	325	93	418	.25	235	96	334	.25
2,302	Long Prairie.....	Kate Mathews.....	300	2,800	1,096	48	9,991	4.3	424	57	480	.18	345	313	693	.30
2,311	Long Prairie.....	Kate Mathews.....	110	2,424	776	34	7,336	3.1	514	8	522	.22	168	125	364	.16

<sup>1</sup>Includes school and municipal appropriations.<sup>2</sup>School library serving as public library.<sup>3</sup>Salary paid by school board.<sup>4</sup>Based only on receipts from city levy or appropriation for public library.<sup>5</sup>Includes immediate environs served.<sup>6</sup>Public library giving school service.

# MINNESOTA LIBRARIES

271

## PUBLIC LIBRARY STATISTICS, 1941

Popu- lation (1940 Census)	PLACE	LIBRARIAN	Salary	Volumes in Library	BORROWERS		Circu- lation Per Capita	Hours Per Week Open for Lending	RECEIPTS			EXPENDITURES				
					Total Including Non- Resident	Per Cent of Local Popu- lation Regis- tered			Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita	Books, Period- icals, Binding	Salaries Exclud- ing Janitor	Total Oper- ating Expenses	Per Capita
A. L. A. Standard 1,000-2,500 Pop'n. —Continued—					3 per Capita	45	9									\$1.00
2,312	Madison.....	Mrs. H. L. Borgendale.....	600	8,599	1,302	40	18,244	7.9	1,500	107	1,607	.65	468	720	1,507	.65
1,070	Mapleton.....	Mrs. W. Dietz.....	180	6,879	796	74	6,678	6.2	531	34	565	.49	157	210	593	.35
1,065	Minnetonka.....	Mrs. Vivian Cunningham.....	156	2,862	597	50	4,416	4.1	200	97	297	.19	160	156	332	.31
1,076	Monticello.....	Esther Dols.....	130	4,221	610	57	7,120	6.6	302	31	333	.28	166	137	304	.28
1,492	Mountain Iron.....	Virginia Lyon.....	1,380	12,807	1,110	56	21,987	14.5	6,800	76	6,875	4.56	810	2,800	6,864	4.60
1,745	Mountain Lake.....	Mrs. Abbie Phipps.....	468	2,446	1,202	55	12,046	7.7	322	172	324	.20	217	108	647	.37
2,788	Olivia.....	Mrs. Noble Coucheron.....	360	5,617	1,022	35	13,847	9.9	660	66	726	.37	247	372	688	.39
2,179	Ortonville.....	Vivian Husten.....	200	5,806	1,444	58	13,825	5.6	24	151	184	.63	234	616	1,078	.65
1,318	Paynesville.....	Victoria Eide.....	252	2,864	1,036	54	6,571	4.4	1,618	131	1,750	.47	177	177	465	.35
1,046	Pine City.....	Edythe E. Robinson.....	151	2,923	1,055	31	10,896	6.3	523	0	523	.30	353	31	526	.31
1,049	Pine Island.....	Helen R. Ciesse.....	124	4,579	1,163	55	18,732	18.0	71,755	81	1,855	1.69	331	1,245	1,765	1.70
1,500	Plainview.....	Mrs. Mary Bellheim.....	480	6,889	870	39	9,643	6.4	19	628	694	.42	195	480	686	.46
1,447	Plainview.....	Mrs. Blanche Hovelson.....	570	2,954	649	44	8,001	5.5	933	53	985	.84	25	570	721	.50
1,865	Princeton.....	Mrs. Lulu E. Owens.....	210	7,765	1,291	69	25,980	12.2	71,570	47	1,651	.84	375	1,080	1,570	.85
1,182	Rushford.....	Emma Crumpton.....	210	4,413	1,489	32	6,576	7.9	600	0	600	.71	110	210	574	.49
1,507	St. Charles.....	Florence Rhames.....	540	4,176	1,041	53	11,801	6.9	1,073	0	1,073	.09	408	540	951	.63
1,559	Sandstone.....	Toivo Luoma.....	480	3,456	1,483	29	9,467	6.0	1,073	0	1,073	.09	128	13	139	.09
2,133	Spring Valley.....	Edna Albro.....	480	5,977	1,317	61	8,818	4.1	1,523	84	1,607	.71	257	490	1,727	.81
2,361	Springfield.....	Catherine Augustine.....	180	3,929	1,797	76	8,343	3.5	1,523	42	1,565	.15	207	180	423	.18
1,025	Stewartville.....	Mrs. Cecilia Gray.....	572	1,852	666	65	5,608	5.4	1,600	64	664	.59	53	572	639	.62
2,368	Wabasha.....	Clara Hornbogen.....	660	7,586	1,388	59	12,305	5.2	1,000	31	1,031	.42	278	660	1,042	.44
91,125	Warren.....	Arnell Albersen.....	300	2,032	1,636	33	3,888	2.1	1,300	79	209	.06	178	35	226	.14
1,639	Waterville.....	Mrs. Hazel M. Amundson.....	300	5,165	712	42	4,937	3.0	258	10	268	.16	55	300	480	.30
1,992	Winnelago.....	Florence Damon.....	420	4,893	2,172	78	10,743	5.3	1,027	0	1,027	.52	132	455	945	.47
1,386	Wunibrota.....	Mrs. Elsie W. Johnson.....	1,804	7,607	1,159	48	18,597	13.4	71,661	168	1,819	1.30	497	804	1,816	1.31
	High.....		1,890	17,964	2,172	88	27,897	18.0	7,659	496	7,824	4.79	1,358	3,090	7,608	4.60
	Median.....		420	4,176	893	53	9,421	5.5	628	63	717	.39	195	372	688	.47
	Low.....		0	502	86	7	538	.4	100	0	125	.06	19	0	129	.09

<sup>1</sup>See page 273 for table on county service.  
<sup>2</sup>Based only on receipts from city levy or appropriation for public library.  
<sup>3</sup>Public library giving school service.  
<sup>4</sup>Includes school and municipal appropriations.  
<sup>5</sup>School library serving as public library.  
<sup>6</sup>Salary paid by school board.  
<sup>7</sup>Salary paid in part by school board.  
<sup>8</sup>N. Y. A. or W. P. A. worker.  
<sup>9</sup>Data for adult population only.

## MINNESOTA LIBRARIES

## PUBLIC LIBRARY STATISTICS, 1941

Population (1940 Census)	PLACE	LIBRARIAN	Salary	Volumes in Library	BORROWERS		Circulation Per Capita	Hours Per Week Open for Lending	RECEIPTS			EXPENDITURES				
					Total Including Non- Resident	Per Cent of Local Population Regis- tered			Public Funds	Other Funds	Total Exclud- ing Balance	Tax Income Per Capita <sup>3</sup>	Books, Period- icals, Binding	Salaries, Exclusive of Janitor	Total Oper- ating Expenses	Per Capita
	<b>A. L. A. Standard Less Than 1,000 Population</b>			<b>3 per Capita</b>		<b>45</b>	<b>9</b>									<b>\$1.00</b>
753	Blackduck	Mrs. James Angell	75	1,472	176	22	1,472	6½	184	60	244	.24	82	75	282	.37
786	Browerville	Rose R. Bemis	57	2,018	176	22	5,365	5	140	0	140	.18	65	57	132	.17
946	Calumet	Christine Drobnick	630	2,159	641	68	14,888	30	3,043	25	3,067	3.22	610	659	2,325	2.46
700	Carlton	Mrs. H. V. LeMaster	235	2,730	318	39	5,614	6	520	9	529	.74	216	236	456	.65
845	Chas. City	Mrs. August Mohr	120	1,116	799	58	2,914	8	450	16	466	.53	107	130	363	.43
815	Edgerton	Mrs. Lelia Tindall	104	2,559	951	60	4,766	30	145	43	188	.18	51	104	178	.22
855	Grand Marais	Cecelia M. Taylor	13	2,050	160	15	2,041	6	96	198	293	.11	90	13	137	.16
873	Hinckley	May L. Jorgenson, Acting	13	2,127	969	63	15,063	25	24	24	399	.43	306	13	404	.46
847	Howard Lake	Mrs. Wm. Campbell	96	2,256	365	40	3,906	6	378	0	248	.29	122	90	212	.25
827	Ironton	Mrs. M. B. Ellingson	360	3,307	715	56	7,281	8	1,288	10	1,016	1.22	272	660	955	1.15
462	Le Roy	Helen O. Hendrickson	720	3,532	391	55	12,088	24	2,275	404	2,679	4.92	440	1,248	1,991	4.30
752	Lindstrom	Elizabeth Ann Price	260	3,950	945	49	8,796	10	563	35	129	.15	97	260	603	.80
637	Marble	Mrs. Sven Carlson	60	1,899	285	43	3,395	16	94	37	154	.90	16	60	116	.18
792	Maynard	Delia Erickson	900	4,447	428	54	6,799	30	1,505	28	1,542	1.90	292	900	1,229	1.55
580	Morgan	Mrs. Clara F. Baker	100	2,902	357	61	4,102	61½	200	98	228	.34	121	100	228	.39
846	Newport	Mrs. Margaret L. Leonard	900	1,102	593	70	12,212	36	0	1,070	1,070	0	275	900	1,210	1.43
872	Newton	Ella Smith	208	3,771	657	46	12,233	91½	451	143	594	.52	185	208	512	.59
552	Payson Falls	Mrs. Frances F. Murdock	180	4,084	312	49	4,296	9½	484	10	494	.88	205	180	484	.88
939	Walker	Mrs. J. C. Jewell	240	4,744	354	36	3,978	16½	493	197	690	.52	132	240	640	.68
	High		900	4,744	969	70	15,063	36	3,043	1,070	3,067	4.92	610	1,248	2,325	4.30
	Median		208	2,559	391	49	5,365	8	450	35	494	.52	132	208	456	.59
	Low		57	1,102	160	15	1,472	4	0	0	129	0	16	57	116	.16

<sup>3</sup>Based only on receipts from city levy or appropriation for public library.<sup>13</sup>N. Y. A. or W. P. A. worker.

## COUNTY SERVICE, 1941

COUNTY	Total Rural Population*	CONTRACTING PUBLIC LIBRARY	Book Stock	Registered County Borrowers	Circulation	Circulation Per Capita	DISTRIBUTING POINTS			RECEIPTS			EXPENDITURES			
							Branches	Stations	Schools	County Appropriation or Tax Levy	School Districts for Contract Service	Total	Books, Periodicals, Binding	Services	Total	Expenditures Per Capita
Anoka.....	9,982 <sup>1</sup>	Anoka.....	5,545	615	3,617	.4	0	0	0	200	0	200	1,138	118	878	.06
Becker.....	21,547 <sup>1</sup>	Detroit Lakes <sup>2</sup>	390	562	9,841 <sup>4</sup>	.5	0	0	113	0	1,170	1,170	299	1	587	.03
Big Stone.....	6,958 <sup>1</sup>	Ortonville <sup>3</sup>	.....	.....	2,598 <sup>4</sup>	.5	0	0	30	0	300	300	.....	.....	515	.03
Blue Earth.....	18,100	Mankato <sup>5</sup>	2,398	1,235	8,618 <sup>4</sup>	.5	0	0	66	500	700	1,200	733	118	878	.06
Dakota.....	15,846 <sup>1</sup>	Moorhead <sup>6</sup>	4,583	200	39,597	1.8	3	3	62	600	0	600	502	0	587	.03
Freeborn.....	22,154 <sup>1</sup>	South St. Paul	1,658	.....	7,510 <sup>4</sup>	.4	0	0	35	0	371	527	459	22	515	.03
Grant.....	19,580 <sup>1</sup>	Albert Lea <sup>7</sup>	336	.....	.....	.....	0	0	34	540	420	960	430	480	930	.11
Hennepin.....	8,678 <sup>1</sup>	Elbow Lake	81,212	.....	489,809	6.8	24	11	79	22,831	1,265	24,891	4,543	17,093	22,950	.32
Hubbard.....	72,429	Minneapolis	800	800	20,000 <sup>4</sup>	.2	0	0	51	4,443	0	4,443	405	0	431	.05
Itasca.....	8,442 <sup>1</sup>	Park Rapids <sup>8</sup>	800	1,971	30,543	1.7	5	6	74	906	1,500	2,406	790	1,100	2,406	.25
Koochiching.....	18,144	Grand Rapids	13,428	2,101	106,600	9.4	0	0	16	920	0	920	725	175	925	.21
Lake.....	11,304	International Falls	6,012	689	6,863	2.4	0	0	93	0	941	941	725	0	941	.02
Martin.....	17,668 <sup>1</sup>	Two Harbors.....	.....	.....	19,201 <sup>4</sup>	1.1	0	0	0	300	0	300	384	0	300	.02
Meeker.....	15,357 <sup>1</sup>	Farmington <sup>10</sup>	.....	.....	.....	.....	0	0	0	0	390	390	384	0	390	.06
Mower.....	15,321 <sup>1</sup>	Litchfield.....	579	998	5,278 <sup>4</sup>	.3	0	0	39	0	0	0	0	0	0	.02
Olmsted.....	16,354 <sup>1</sup>	Austin <sup>11</sup>	.....	.....	14,097	.9	0	0	0	1,000	0	1,000	1,000	0	1,000	.06
Pennington.....	6,894 <sup>1</sup>	Rochester.....	2,718	1,263	25,663	3.7	0	0	40	412	400	812	812	390	812	.12
Polk.....	29,302 <sup>1</sup>	Thief River Falls	1,708	926	5,414 <sup>4</sup>	.2	0	0	52	0	515	515	509	0	509	.02
Ramsey.....	16,206	Crookston <sup>12</sup>	24,744	5,120	82,758	5.1	0	8	32	4,665	2,084	6,791	2,721	3,480	6,754	.42
St. Louis.....	46,411	St. Paul.....	6,098	1,642	55,455	5.1	1	11	11	4,000	0	4,000	812	2,248	3,903	.38
Stearns.....	38,141 <sup>1</sup>	Duluth.....	5,000	2,223	49,043	7	0	32	3	4,000	0	4,000	2,829	1,515	5,050	.01
Steele.....	11,055	Hibbing.....	2,025	1,723	92,380	5.1	0	17	9	4,000	0	4,000	1,386	2,650	4,744	.15
Washington.....	15,912 <sup>1</sup>	Virginia.....	1,196	216	41,394	.7	0	25	15	4,000	0	4,000	1,551	1,494	4,000	.14
Winona.....	15,912 <sup>1</sup>	Waik Center <sup>13</sup>	.....	1,489	11,250 <sup>4</sup>	1.2	0	0	25	1,674	0	1,674	250	0	250	.01
Willmar.....	15,912 <sup>1</sup>	Owatonna.....	5,990	1,149	13,109	2.3	2	4	98	1,800	533	2,333	418	837	1,674	.15
Totals.....	464,755 196,619 <sup>16</sup>	Stillwater.....	166,420	30,109	37,127	2.3	33	134	1,026	56,791	11,636	71,773	23,231	32,877	63,181	.13

\*Population of villages and townships having library service not included.

<sup>1</sup>Because of low per capita expenditure this figure is not included in total for population served.<sup>2</sup>Public and county library statistics not kept separately.<sup>3</sup>Contract service to rural schools only.<sup>4</sup>Represents rural schools only.<sup>5</sup>County-wide service organized July 1941. Data will appear in next year's report.<sup>6</sup>Population served.



## ASSOCIATION LIBRARY STATISTICS, 1941

PLACE	Population	Book Stock	Circulation	RECEIPTS		EXPENDITURES	
				Village	Other	Total	Per Capita
Annandale.....	755 <sup>1</sup>	1,722	.....	75	11	100	.13
Bagley.....	1,241	1,010	3,129	60	183	219	.18
Belgrade.....	553	731	2,600	0	167	209	.38
Blooming Prairie.....	1,205	.....	.....	.....	.....	.....	.....
Brooten.....	676 <sup>1</sup>	.....	7,110	35	0	75	.11
Buffalo Lake.....	637 <sup>1</sup>	500	3,000	0	58	58	.09
Cambridge.....	1,592 <sup>2</sup>	1,420	5,056	100	150	200	.40
Chaska.....	1,927 <sup>1</sup>	3,187	14,000	120	24	155	.08
Claremont.....	398 <sup>1</sup>	1,032	674	50	7	39	.10
Cook.....	470 <sup>1</sup>	752	5,582	0	53	28	.06
Darfur.....	132 <sup>1</sup>	200	2,500	0	18	18	.13
Deerwood.....	570	2,100	1,289	112	0	112	.20
Dennison.....	216 <sup>1</sup>	400	0	0	0	0	0
Dodge Center.....	1,029 <sup>1</sup>	4,690	1,560	0	39	40	.04
Elbow Lake.....	1,150	2,900	9,540	120	200	290	.25
Ellsworth.....	660 <sup>1</sup>	300	1,000	8	24	30	.05
Farmington.....	1,580 <sup>1</sup>	1,350	5,274	50	0	50	.03
Franklin.....	502 <sup>1</sup>	622	.....	0	0	0	0
Fulda.....	984	2,011	5,900	300	0	300	.30
Grand Meadow.....	700 <sup>1</sup>	2,102	2,971	25	51	76	.11
Hallock.....	1,353 <sup>1</sup>	1,707	394	157	66	185	.14
Hancock.....	827 <sup>1</sup>	847	1,250	81	29	70	.09
Harmony.....	890 <sup>1</sup>	1,500	1,702	0	21	40	.04
Hayfield.....	742 <sup>1</sup>	299	1,252	0	28	18	.02
Henning.....	948 <sup>1</sup>	577	.....	0	30	30	.03
Hills.....	450 <sup>1</sup>	1,398	535	0	0	0	0
Houston.....	977 <sup>1</sup>	400	1,440	0	60	60	.06
Johnson.....	101	638	648	40	0	36	.16
Lake Benton.....	961	2,580	6,440	230	101	304	.32
Lamberton.....	922	1,652	3,196	300	15	185	.20
Lanesboro.....	1,100	2,158	1,318	287	257	514	.47
Le Center.....	1,232	1,237	4,074	325	81	392	.32
Mabel.....	741	1,910	2,471	50	68	118	.16
McGregor.....	311 <sup>1</sup>	1,097	1,037	50	29	41	.13
Mahnomen.....	1,429 <sup>1</sup>	3,242	3,988	0	61	61	.04
Milaca.....	1,627 <sup>1</sup>	2,000	.....	0	70	52	.03
Montgomery.....	1,741 <sup>1</sup>	2,000	5,000	0	92	87	.05
Moose Lake.....	1,432 <sup>2</sup>	803	3,120	200	55	149	.28
New York Mills.....	771 <sup>1</sup>	2,114	3,640	0	9	9	.01
Perham.....	1,534 <sup>1</sup>	2,600	4,460	50	0	62	.04
Peterson.....	331	1,475	1,358	0	144	87	.26
Rose Creek.....	261	1,600	6,841	20	60	80	.31
Roseau.....	1,775	2,067	8,519	510	245	742	.42
Royalton.....	518	1,700	1,918	50	50	87	.17
Rush City.....	1,020	2,500	2,080	100	64	224	.22
Shafer.....	106 <sup>1</sup>	915	325	0	0	0	0
Slayton.....	1,587	1,336	2,799	242	103	305	.19
Wabasso.....	604 <sup>1</sup>	1,000	1,850	0	75	75	.12
Waconia.....	1,315 <sup>1</sup>	1,647	3,509	120	103	184	.14
West Concord.....	744 <sup>1</sup>	2,000	1,500	0	85	44	.06
Westbrook.....	971 <sup>1</sup>	1,900	1,800	104	20	80	.09
Totals.....	46,298 17,684 <sup>3</sup>	75,928	149,649	3,971	3,006	6,320	.13

## LOOKING OVER THE MAP

## 3 Counties With no Library of any Kind

Norman

Red Lake

Sibley

## 12 Counties With no Legally Established Public Libraries

Carver

Isanti

Mahnomen

Red Lake

Clearwater

Kanabec

Murray

Roseau

Grant

Lincoln

Norman

Sibley

## 32 Counties With Only One Library, Either a Legal Public Library or an Association Library

Becker

Hubbard

Lincoln<sup>4</sup>Roseau<sup>4</sup>

Cass

Isanti<sup>4</sup>Mahnomen<sup>4</sup>

Scott

Clay

Jackson

Marshall

Sherburne

Clearwater<sup>4</sup>

Kanabec

Martin

Stevens

Cook

Kandiyohi

Meeker

Traverse

Douglas

Kittson<sup>4</sup>

Nobles

Wadena

Freeborn

Lake

Pennington

Watsonwan

Grant<sup>4</sup>

Lake of the Woods

Pope

Wilkin

<sup>1</sup>Because of low per capita expenditures this figure is not included in total for population served.<sup>2</sup>Includes state institution residents who receive state-supported service. Per capita expenditures based only on local population.<sup>3</sup>Population served.<sup>4</sup>Association Libraries.



# MINNESOTA LIBRARY ASSOCIATION

## Committee Appointments

*The following members of the M. L. A. have been appointed by the Executive Board on the various committees given below:*

Legislative .....	Rella E. Havens, chairman.....	St. Paul Public Library
	Carl Vitz .....	Minneapolis Public Library
	Adelaide C. Rood.....	Minneapolis Public Library
Library Planning .....	<i>Advisory committee</i>	
	Clara F. Baldwin, chairman.....	St. Paul
	Gratia A. Countryman.....	Robbinsdale
	Frank K. Walter.....	University of Minnesota Library
	Perrie Jones .....	St. Paul Public Library
	Carl Vitz .....	Minneapolis Public Library
	<i>Sub-committee on library objectives</i>	
	Agatha L. Lindner, chairman.....	International Falls Public Library
	Mae Dahl .....	Virginia Public Library
	Florence D. Love.....	Faribault Public Library
	Jane Morey .....	Duluth Public Library
	Margaret McGuire .....	St. Paul Public Schools
	Isabelle McLaughlin .....	Minneapolis Public Library
	Ruth Tews .....	St. Paul Public Library
	Robert W. McEwen.....	Carleton College Library
	<i>Sub-committee on post-war planning</i>	
	Alma M. Penrose, chairman.....	St. Cloud Public Library
	Joseph T. Wheeler.....	Minneapolis Public Library
	Nancy Lochr .....	St. Paul Public Library
	Lois Fawcett .....	Historical Society Library
	Robert Simonds .....	Minneapolis Public Library
Publicity .....	Donna R. Markley, chairman.....	Owatonna Public Library
	Sarah L. Wallace.....	Minneapolis Public Library
	Neil Boardman .....	St. Paul Public Library
Library Building .....	Perrie Jones, chairman.....	St. Paul Public Library
	Mata C. Bennett.....	Grand Rapids Public Library
Exhibits .....	Ernest Johnson, chairman.....	Minneapolis Public Library
	Fritz Zeuthen .....	Minneapolis Public Library
	Ormond A. Seavey.....	Minneapolis Public Library
Local Arrangements .....	Ruth Rosholt, chairman.....	Minneapolis Public Library
	Augusta Starr .....	Minneapolis Public Library
	Gunhild Oftedal .....	Minneapolis Public Library
	Vera Makiverta .....	University of Minnesota Library
	Oscar Berg .....	Minneapolis Public Library
Public Relations .....	Jane Morey, chairman.....	Duluth Public Library
	Elizabeth Bond .....	Minneapolis Public Library
	Lucille Gottry .....	Library Division
Hospitality .....	Edna V. Steiner.....	Red Wing Public Library
	Elsa Baker .....	St. Paul Public Library
	Edith Rechcygl .....	Virginia Public Library
	Helen Lee Bennett.....	Duluth Junior College Library
	Ethel I. Berry.....	Hennepin County Library
	Claire Madden .....	Crookston Public Library
	Florence Humiston .....	Worthington Public Library
	Cassa B. Selnes.....	Glenwood Public Library

Resolutions .....	Chairman to be appointed	
	Charlotte Matson .....	Minneapolis Public Library
Registration .....	Catherine Daly, chairman .....	St. Paul Public Library
	Anne Carroll .....	Minneapolis Public Library
	Jane Connolly .....	University of Minnesota Library
	Dorothy Howen .....	Rochester State Hospital Library
	Natalie Krauch .....	Buffalo School Library
Reservations .....	Florence Mettler, chairman .....	Minneapolis Public Library
	Hannah Dowell .....	Faribault
	Dorothy Nickells .....	Minneapolis Public Library
Nominating .....	Jane Morey, chairman .....	Duluth Public Library
	Lura D. Hutchinson .....	University of Minnesota Library
	Lee F. Zimmerman .....	State Dep't. of Education
State Documents .....	Anna Heilmaier, chairman .....	Hill Reference Library
	Esther Jerabek .....	Historical Society Library
	Harold Russell .....	University of Minnesota Library
	Gail Stahl .....	Minneapolis Public Library

### A. L. A. Committee Members in Minnesota

Bond, Elizabeth .....	P. L., Minneapolis .....	Correlation and Development of Citizen Interest Public Relations, Chairman
Carleton, Mary E. ....	Minneapolis .....	National Education Association and A.L.A. (N.E.A. representative)
Ersted, Ruth M. ....	State Dept. of Educ., St. Paul .....	Subscription Books—Subcommittee to Evaluate Commercial Services Listing
Greer, Margaret R. ....	Board of Education, Minneapolis .....	Library Service to Children and Young People
Heenan, Mary J. ....	State School for the Blind, Faribault .....	Work with Blind
Herrmann, Eleanor .....	P. L., St. Paul .....	Library Revenues Committee — Sub- committee on School Libraries
Jones, Perrie .....	P. L., St. Paul .....	Institution Libraries, Library Adminis- tration
McLaughlin, Isabel .....	P. L., Minneapolis .....	Editorial — Subcommittee on Graded List of Books for Children
Methven, Mildred L. ....	Div. of Public Institutions, St. Paul .....	Institution Libraries, Chairman
Moon, Amy C. ....	P. L., St. Paul .....	Editorial — Subcommittee to Prepare Code for Filing Catalog Cards; also Subcommittee on Library Ter- minology
Morey, Jane .....	P. L., Duluth .....	Joint Committee on Library Action
Mull, Margaret Marie .....	Hosmer Br. P. L., Minneapolis .....	Membership—Minneapolis
Russell, Harold G. ....	Univ. of Minn. Library .....	Public Documents
Saxine, Anita .....	High School Ls., Winona .....	Membership—Minnesota
Shove, R. H. ....	Univ. of Minn. Library .....	Book Acquisitions, Importations, Joint Committee—Executive Committee, Serials, Chairman
Stritman, Harry R. ....	Longfellow Br. P. L., Minneapolis .....	Book Drives
Vitz, Carl .....	P. L., Minneapolis .....	Federal Relations, Vice-Chairman Library Architecture and Building Planning; Chairman, Post Defense Planning
Walter, Frank K. ....	Univ. of Minn. Library .....	Bibliography Committee, L. Architec- ture and Building Planning—Sub- committee on College and Univer- sity L. Buildings
Zimmerman, Lee F. ....	State Dept. of Educ., St. Paul .....	Bookbinding

## NEWS ITEMS

### To Guard Cultural Treasures

Theodore Blegen, Dean, Graduate School, University of Minnesota, has been named chairman of the Committee on Conservation of Cultural Resources.

Library representatives on this committee are: Paul Dansingberg, State Law Library; Arthur J. Larsen, Minnesota Historical Society; Perrie Jones, St. Paul Public Library; Frank Walter, University Library; Lee Zimmerman, State Director of Libraries; and Jane Morey, Duluth Public Library.

The Committee's specific functions are to:

1. Guard against the destruction of important records and art and museum treasures for the duration of the war.
2. Safe housing of the above.
3. Assist in collecting printed and manuscript records that would constitute a history of local activities in connection with war efforts.

4. Assist in making the local community conscious of the need for adding the conservation of cultural resources to other local defense efforts.

5. Urge librarians in possession of especially valuable treasures, to make priority lists of such materials and to take steps to safeguard them.

6. Direct local libraries to places of reference where they may obtain expert advice in regard to records and other cultural resources. Such assistance for all libraries may be procured from the Minnesota Historical Society, the University of Minnesota, the libraries of St. Paul and Minneapolis, and from this Committee.

All public libraries in Minnesota are urged to seriously consider the importance of this undertaking. They are also requested to take necessary measures for the protection of their resources in line with the objectives of the Committee as outlined above.

### Victory Book Campaign

Contact was made with over 500 possible campaign centers in the state. 191 of these were libraries. The rest were P.T.A. units, Red Cross, U.S.O. committees and Posts of the American Legion and Veterans of Foreign Wars. The state committee sent out letters to 577 librarians in the state, and through the Catholic Library Association 206 letters were sent to parochial schools.

There has been fine cooperation. The Minnesota Federation of Women's Clubs and the D.A.R. circularized their local units. Mr. Scott, American Legion representative, wrote one letter which was sent to all Legion Posts and a second letter sent to many points where there were no libraries, asking the Posts to take charge. Archbishop Murray sent letters to all clergy in the Archdiocese—Mr. Miller, Director of Agricultural Ex-

tension, wrote the County and Home Demonstration Agents. They have been most helpful in distributing information to 4H and Farm Clubs, offering their offices as collection points and their cars for transportation.

The Luther League through the church press and letters to its 1,100 local youth groups urged cooperation in the campaign.

State Service clubs, professional clubs, religious groups and fraternal orders have all been approached through their State officers.

Miss Bond, State Publicity Chairman has sent out releases to 475 editors in the state, mailed free through the Minnesota Editorial Association's regular mailing list. She prepared and sent releases to 60 additional state

publications and announcements to 13 radio stations. She has just completed arrangements with the Western Grocery Co. to have a spot announcement every other day over WCCO at 7:15 in the morning.

The timing is different out in the state. Some communities are through, others in the midst of the campaign, some just beginning. It is recommended by National Headquarters that books continue to be received even after the close of the active campaign.

This is a good experience for libraries in

local teamwork. The reports that come in show enthusiasm and satisfaction in a worthwhile job well done. For communities without libraries it is making them book conscious.

We are having a fine response all over the state. One of the local chairmen writes "A good many people are running around in circles trying to find out just what to do to help". He stressed the "morale building effect of positive action". This campaign has afforded a most practical way to utilize this eagerness to help.—Ruth Rosholt, Director, Victory Book Campaign.

### Music Collection Widely Used

When the Owatonna Public Library was presented with a Junior Music set by the Carnegie Corporation several years ago, a challenge was raised to induce the people of Steele County to take advantage of the opportunity of broadening their musical appreciation background.

The music set consists of approximately 615 records, a two-unit electrical phonograph, a complete catalog, a set of Grove's encyclopedia, and 113 miniature scores.

Very lenient rules for the use of these records have been established. Records can be played at the library at any time. Eight recordings or a complete symphony may be taken from the library upon deposit of a \$2.00 fee against breakage. Scratches cost 25c and overdue records bring a fine of five cents per day.

"Listening Hours" are frequently held. These are conducted by local musicians who have contributed generously of time and talent. Many of the Federated Women's Clubs in the county include music in their course of study. Most of the clubs hold these programs at the library. Music hours are often arranged for children using various approaches. A request usually comes from the little ones to "do it again."

The Public Schools in the county borrow records for use in various classes, such as music, art, and English.

When a home talent production of the

Messiah was in the process of preparation, the records of this composition were studied by members of the group for some time preceding the very remarkable presentation of the oratorio.

Many people have formed the habit of asking for records of selections to be played over the radio by the New York Philharmonic and other orchestras. More people are realizing that familiarity with music brings increased enjoyment.

Many college students having come in contact with excellent music while at school hasten to reserve the music room when home on vacation in order to enjoy the many fine recordings.

A number of music lovers borrow records for entertaining groups of friends who are also appreciative of fine music.

These are but a few of the ways in which Owatonna and Steele county people use the splendid gift. Enthusiasm shows no sign of abating.

To the statistical minded the following tables may be revealing—

Year	Circulation	Played at library
1938 (May to Dec.)	585	1142
1939	1022	2017
1940	1520	2349
1941	1195	2813

It is an indisputable fact that the music set at the library has been closely woven

into the community's cultural background and is enriching the lives of many people young and old.—Donna R. Markley.

### Free Copies

The Library Division wishes to announce that it still has on hand a small supply of the September number of *Minnesota Libraries* which was given over to the subject of discarding books.

If librarians in the state will mail us the names and addresses of individuals on library boards opposed to weeding the book collection of old books, the Division will be glad to mail copies to them as long as the supply lasts.

### Gift Collections

The *James J. Hill Reference Library* was recently given the entire collection of professional books of the late Herbert M. Temple of St. Paul, a distinguished certified public accountant.

The collection, which numbers 500 volumes, is considered one of the finest private accountancy and taxation libraries in the country.

The *St. Paul Public Library* recently received the woodcraft collection of the late John Warner Griggs Dunn comprising 81 items. The items in this collection cover such fields as Indian lore, fishing, hunting, camping and nature craft.

Included among them is an original edition of Mary Vaux Walcott's "North American Wild Flowers," the five folios complete.

The *Minneapolis Public Library* received a gift bequest of \$500 from Mrs. Hubertine Domm. The bequest will be used for the purchase of books.

### Personnel

Owind Hovde, formerly cataloger in the University of Michigan Law Library is now librarian of Concordia College, Moorhead.

Lyda M. Schafer, for the past 7 years librarian of the Bovey Public Library has resigned to accept a position in a local bank. To succeed her Miss Natalie Johnson, library assistant of the Grand Rapids Public Library, was appointed.

Marie Knudson, librarian of the Bemidji Public Library since 1937, resigned in December to accept a supervisory position on the State-Wide WPA Library Project. Her headquarters will be Detroit Lakes.

Eleanor Pfau, Assistant Librarian of the International Falls Public Library, has been appointed to succeed Miss Knudson as librarian at Bemidji.

Lucille Gottry, State Supervisor of the Statewide WPA Library Project, has resigned to accept a position at Fort Leonard Wood, Missouri. Two other Minnesota librarians, Bernice Finnegan and Margaret Nichol森, are also stationed at this fort.

### War Information Service

The Minneapolis Public Library is a designated War Information Center for the people of Minneapolis and Hennepin County. Information helpful in the war effort and to the agencies engaged in its various phases is made available through the Library, through its Branches, and through its special departments, all however, being coordinated through the Library's War Information Service which is under the general direction of Mr. Glenn M. Lewis, Librarian of the Main Library, and the immediate responsibility of Mr. Robert Simonds.

---

### State Documents Committee

The State Documents Committee was appointed to investigate the extent and adequacy of the checklists and indexes of Minnesota documents. The most important of these was the quarterly checklist of Minnesota documents, published by the Minnesota Historical Society from 1923 through 1940 when it was discontinued. The Committee is now studying the possibility of having this important publication continued. Letters to the chairman of this Committee expressing your opinion on the need for a current list of Minnesota documents will be appreciated.



# BOOKS AND PAMPHLETS

## Recent Books For Every Library

Compiled by ELEANOR DAVIS

*These are recent books, chiefly 1941 publications, such as every Minnesota library needs to provide its readers with various kinds of information and entertainment.*

*It is not a list of best-sellers; those best-sellers are included which appeal to most readers.*

*It is not a list of the "best" or "most important" books; valuable as these are, many of them are too technical or too difficult for the average reader.*

*It is just a list of those recent books which have something to say, and say it so entertainingly that nearly every reader will enjoy them.*

### The World Today

Baldwin, H. W. *What the citizen should know about the navy.* Norton, 1941. 2.00. "Informative and interesting volume which answers a multitude of questions about the Navy." SC

Churchill, Winston. *Blood, sweat and tears.* Putnam's, 1941. 3.00. Speeches, 1938-1940. "This is the voice of a great leader and a great fighter for democracy standing in one of the greatest crises in the history of the world." BRD

Davies, J. E. *Mission to Moscow.* Simon, 1942. 3.00. "Record, by the former ambassador to Russia, of his stay in Moscow." Bkl

Donahue, A. G. *Tally-ho! Yankee in a Spitfire.* Macmillan, 1941. 2.50. Personal account by Minnesota youth of his life as a R.A.F. fighter pilot.

Ford, H. S. *What the citizen should know about the army.* Norton, 1941. 2.00. "Non-technical book for layman on organization of the Army." SC

Guedalla, Philip. *Mr. Churchill.* Reynal, 1942. 3.00. An important biography.

Gunther, John. *Inside Latin America.* Harper, 1941. 3.50. "Companion volume to *Inside Europe* and *Inside Asia* . . . gives

picture of political situation in each Latin American country." BRD

Note: If additional books on South American conditions are needed, we suggest:

Goetz, Delia. *Neighbors to the south.* Harcourt, 1941. 2.50. "Brief, timely sketches of the more important countries." SC

Herring, H. C. *Good neighbors: Argentina, Brazil, Chile and seventeen other countries.* Yale, 1941. 3.00. "Written for the general reader." SC

Habe, Hans. *A thousand shall fall: a soldier's story of the battle against Germany.* Harcourt, 1941. 3.00. "Records the tragic, deliberate defeat of the French by the French." SC

Hackett, Francis. *What "Mein Kampf" means to America.* Reynal, 1941. 2.00. "Point by point interpretation" of Hitler's book and its implications for the U. S." BRD

Hahn, Emily. *Soong sisters.* Doubleday, 1941. 3.00. "Story of these three women is the story of 20th century China." SC

Harriman, Mrs. F. J. *Mission to the north.* Lippincott, 1941. 3.50. Norwegian people as the American minister saw them before and during the invasion.



- Heide, Dirk van der, pseud. *My sister and I; the diary of a Dutch boy refugee*. Harcourt, 1941. 1.00. "Diary of 12 year old Dutch boy who lived thru the 5-day blitzkrieg, escaped with his sister to England and came to America." BRD
- Koestler, Arthur. *Scum of the earth*. Macmillan, 1941. 2.50. "Describes roundup of aliens in France and their detention in concentration camps." BRD
- Miller, Douglas. *You can't do business with Hitler*. Little, 1941. 1.50. "Economic aims and methods of Germany and picture of world of future in case of Nazi victory." SC
- Moen, Lars. *Under the iron heel*. Lippincott, 1941. 2.75. Occupation of Belgium as the author saw it.
- Nehru, Jawaharlal. *Toward freedom*. Day, 1941. 4.00. Autobiography of leader of Indian National movement and Gandhi's successor.
- Reveille, Thomas, pseud. *Spoil of Europe; the Nazi technique in political and economic conquest*. Norton, 1941. 2.75. "Picture of German methods, impressive because so well documented." SC
- St. John, Robert. *From the land of silent people*. Doubleday, 1942. 3.00. "Inside story of the subjugation of Yugoslavia and the evacuation of allied forces from Greece." Bkl
- Shirer, W. L. *Berlin diary; journal of a foreign correspondent, 1934-1941*. Knopf, 1941. 3.00. "Berlin correspondent of CBS tells what he saw during seven years in which Hitler rose to power." SC
- Snow, Edgar. *Battle for Asia*. Random, 1941. 3.75. "Report on war in China, 1937-1940 . . . lively eyewitness journalism." SC
- Stowe, Leland. *No other road to freedom*. Knopf, 1941. 3.00. "Firsthand account by American war correspondent . . . describes defeat of Finland, occupation of Norway, looting of Roumania and Balkans and struggle of Greece." SC
- Van Paassen, Pierre. *Time is now!* Dial, 1941. 1.00. Written in summer 1941 but timely today, "discusses Hitler's direct menace to America and the steps we must take to stop him." BRD

#### Books on Many Subjects

- Adamic, Louis. *From many lands*. Harper, 1940. 3.50. "Biographical sketches of immigrant Americans." SC
- Aldington, Richard, ed. *Viking book of poetry of the English speaking world*. Viking, 1941. 3.50. 1344 pages; the most comprehensive anthology yet published.
- Audubon, J. J. *Birds of America*. Macmillan, 1941. 4.95. Contains the 435 colored plates of the original "Elephant folio"; exact reprint of 1937 (\$12.50) edition except for the 65 later plates.
- Buchan, John. *Pilgrim's way*. Houghton, 1940. 3.00. "Distinguished addition to the few first-rate autobiographies in English." SC
- Burgess, Perry. *Who walk alone*. Holt, 1940. 2.75. "Graphic human document . . . a true story of suffering and triumph" of American soldier who contracted leprosy in Philippines. SC
- Clapesattle, H. B. *Doctors Mayo*. Univ. of Minn. press, 1941. 3.75. This biography of the three famous surgeons, with its background of early Minnesota and of the development of medical knowledge, is an essential purchase for every Minnesota library.
- Cleaveland, Mrs. A. M. *No life for a lady*. Houghton, 1941. 3.00. Entertaining account of life in the cow-country of New Mexico.
- Crow, Carl. *Foreign devils in the flowery kingdom*. Harper, 1940. 3.00. "How the foreigner lives in China, what he thinks of the Chinese, what they think of him . . . capital entertainment." SC
- Glick, Carl. *Shake hands with the dragon*. McGraw, 1941. 2.75. Absorbing, humorous account of New York's Chinatown

- which gives new understanding of Chinese as desirable citizens.
- Harbin, E. O. *Fun encyclopedia; a comprehensive entertainment plan-book for home, club, school, church and playground.* Abingdon, 1940. 2.75. 1008 pages of new ideas for games, parties, stunts; includes songs with music.
- Heiser, V. G. *Toughen up, America.* Whitteley, 1941. 2.00. Practical, readable advice on developing mental and physical stamina.
- Johnson, Mrs. O. L. *Four years in Paradise.* Lippincott, 1941. 3.50. The Johnsons' adventures, filming wild life in Kenya Colony jungle.
- Leech, Margaret. *Reveille in Washington.* Harper, 1941. 3.50. "Detailed picture of the Washington of the Civil War, how people lived and how they thought." SC
- Poncins, Gontran de. *Kabloona.* McBride, 1941. 3.00. "Story of Frenchman's two years among Eskimos." SC
- Spence, Hartzell. *One foot in heaven: the life of a practical parson.* McGraw, 1940. 2.50. Humorous account of Methodist minister in Iowa, a convincing picture of small-town life.
- Van Doren, Carl. *Secret history of the American revolution.* Viking, 1941. 3.75. "Account of conspiracies of Benedict Arnold from secret service papers of British headquarters, now made public for the first time." BRD
- White, E. B. and K. S. ed. *Subtreasury of American humor.* Coward, 1941. 3.00. "Anthology of the most amusing pages of American literature." BRD
- Fiction**
- Birney, Hoffman. *Ann Carmeny.* Putnam, 1941. 2.50. Romantic frontier novel of woman in Mormon wagon train.
- Bottome, Phyllis. *London pride.* Little, 1941. 2.00. Seven year old Ben and his family during the bombing of London.
- Buchan, John. *Mountain meadow.* Houghton, 1941. 2.50. "Thrilling adventure and thought-provoking study of human nature" in wilderness of Arctic Canada. BRD
- Buck, Pearl. *Dragon seed.* Day, 1942. 2.50. Members of the family depicted in "Good earth" reappear in this novel of present day China.
- Chase, M. E. *Windswept.* Macmillan, 1941. 2.75. Chronicle of family whose lives revolve around their home on Maine coast.
- Cronin, A. J. *Keys of the kingdom.* Little, 1941. 2.50. Character novel of missionary priest in Scotland and China.
- Franken, R. D. *Book of Claudia.* Farrar, 1941. 2.50. Contains the two pleasant novels of family life: *Claudia*; and *Claudia and David*.
- Hilton, James. *Random harvest.* Little, 1941. 2.50. The two lives of an Englishman suffering from shell-shock provide a trick plot.
- Hindus, Maurice. *To sing with the angels.* Doubleday, 1941. 2.75. Dramatic novel of Czechoslovakian villagers under Nazi control.
- Llewellyn, Richard. *How green was my valley.* Macmillan, 1940. 2.75. Powerful novel of Welsh mining family.
- MacInnes, Helen. *Above suspicion.* Little, 1941. 2.50. Well written spy-adventure story of 1939 Europe.
- McKay, Allis. *They came to a river.* Macmillan, 1941. 2.75. Pioneer life on the Columbia River.
- O'Hara, Mary. *My friend Flicka.* Lippincott, 1941. 2.50. Splendid story of family life and a boy's devotion to his horse.
- Roberts, Kenneth. *Oliver Wiswell.* Doubleday, 1940. 3.00. Historical novel of American Revolution told from loyalist point of view.
- Seeley, Mrs. Mabel. *Chuckling Fingers.* Doubleday, 1941. 2.00. Like all the mys-

tery stories of this Minnesota writer, the scene is laid in the state—this time on the North Shore.

Smither, Wessel. *Another morning*. Harper, 1941. 2.50. Pioneer novel of the present: the Matanuska colony in Alaska.

Steen, Marguerite. *Sun is my undoing*. Viking, 1941. 3.00. Long novel of 18th century, which follows pattern of Anthony Adverse.

Thomas, N. G. *Long winter ends*. Macmillan, 1941. 2.75. Young Cornish miner's life in Michigan copper mines.

Thomason, J. W. *Lone star preacher*. Scribner, 1941. 2.75. Adventures of Praxiteles Swan, fire-eating chaplain, as Confederate captain.

Wise, Mrs. E. V. *Wheels in the timber*. Appleton, 1941. 2.00. Story of Minnesota lumberman by Minnesota author.

### Current Pamphlets

Compiled by MARIE D. PECK

American Forum of the Air: Food and defense. 1941. 14p. Ransdell, inc. 810 Rhode Island ave., N. E., Washington, D. C. 10c.

Aquariums and terrariums in your classrooms, their establishment, their maintenance, their use. 1937. 16p. Denoyer-Geppert co., 5235 Ravenswood ave., Chicago, Ill. 10c.

Columbian knot chart. n. d. Columbian rope co., Auburn, N. Y. Free.

Curtailment of non-defense expenditures, by Henry P. Seidemann. 1941. 54p. Brookings institution, 722 Jackson place, N. W., Washington, D. C. 25c.

Diesel, the modern power, by Ralph A. Richardson. 1941. 31p. General motors corp., Detroit, Mich. Free.

The Dominican republic, the land Columbus loved most. 1939. 31p. Dominican chamber of commerce of the U. S., 30 Rockefeller plaza, N. Y. Free.

The farm freezing plant and how to use it, by Homer J. Dana and R. N. Miller. 1939. 33p. Washington engineer experiment station, Pullman, Wash. Free.

History of glass, by George D. Sailer. 1941. 5p. American glassware ass'n., 19 W. 44th st., N. Y. Free.

How to get a defense job, by Maxwell Lehman and Morton Yarmon. 1941. 31p. Home institute, 109 W. 19th St., N. Y. 15c.

How to make a toy electric motor. n. d. 8p. Westinghouse technical press service, E. Pittsburgh, Pa. Free.

Nutrition study kit. n. d. 6 pamphlets. General Mills, inc., Department of relations with the public, Minneapolis, Minn. Free.

Principal products of Brazil. n. d. folder. Brazilian information bur., 551 5th ave., N. Y. Free.

Programs on national defense for organizations. 1941. 7 pamphlets. General Mills, inc. Department of relations with the public, Minneapolis, Minn. Free.

Puerto Rico industrial and commercial. 1941. 63p. Puerto Rico Department of agriculture and commerce, New York service, 1457 Broadway, N. Y. Free.

Rope knowledge for scouts. 1933. 32p. Columbian rope co., Auburn, N. Y. Free.

The story of vitamin B<sub>1</sub>. 1940. 72p. Merck and co., Rahway, N. J. Free.

Watchmakers' handbook. n. d. 35p. Waltham watch co., Waltham, Mass. Free.

A wonder book of rubber. 1939. 45p. B. F. Goodrich co., Akron, Ohio. Free.

# THE SMALL PUBLIC LIBRARY ORGANIZATION • ADMINISTRATION • SERVICE

by  
**L. MARION MOSHIER and HELENA S. LeFEVRE**

**T**HE library should be as familiar to every inhabitant as the post office. The library service should be more easily available and more diversified than the post office. Furthermore the library should have something for every inhabitant every time he calls," to quote the authors.

This guide to the fundamentals of library administration approaches its subject as follows:

## **PART I. The Library and the Community—Problems of Organization and Government**

The library as a community force—Determining community needs and interests—Types of libraries—The Board of trustees (size, qualifications, responsibilities)—Library support (taxes, endowment and gifts, state aid, federal aid)—The budget—Accounting procedures—Insurance.

## **PART II. The Library Staff**

General and educational qualifications—Librarian's duties and responsibilities—working conditions—Vacations—Salaries—Staff (professional and clerical)—Certification—Civil service—In-service training—Volunteer service—Retirement—Group benefits.

## **PART III. The Physical Plant**

The library building (do's and don'ts)—Site—Layout—Services to be provided for—Decoration—Housekeeping—Janitorial service—Equipment—Estimating shelf capacity and floor space needed—Chairs, tables, desks, cabinets, files, book trucks, bulletin boards, book supports, magazine and newspaper racks, typewriter, telephones.

## **PART IV. The Book Collection**

Fitting the needs of the community (adult, children, young people)—Book selection aids—The book budget—Book buying—Reference collection—Periodicals—Newspapers—Pamphlets, clippings, pictures and prints—Local history—Public documents—Rental collection—Gifts—Inter-library loans.

## **PART V. Technical and Mechanical Procedures**

Order routine—Reinforced bindings—Cooperative book buying—Subscription books—Checking books received—Opening and stamping books—Accessioning—Classification—The catalog—Printed cards—Directions for making a catalog—Shelf list—Filing—Preparing books for circulation—Methods of shelving—Inventory—Withdrawals—Mending—Binding—Disinfection of books—Supplies.

## **PART VI. Library Service**

Information for borrowers (hours, rules covering loans, etc.)—Registration—Charging systems—Charging machines—Circulation desk routines (statistics, overdues, reserves)—Records—Telephone service—Service to children—Special activities—Cooperation with schools—Service to young people, to adults, to public officials, to other groups—Public relations (within and outside the library)—Reports and statistics—Sources of information, guidance and help.

## **APPENDIX**

Supplies and supply houses—Accredited library schools—State and provincial library extension agencies—The professional book shelf.

*Scheduled for publication in March. Price to be announced.*

**AMERICAN LIBRARY ASSOCIATION • CHICAGO**